

Arizona Department of Education

# **FY 2012 SDER Updates**

## **Business Rules**

Provided by School Finance



**FY 2012**

Business Rules for: <b>FY 2012 SDER Updates</b>			
<i>File Name:</i> SDER Updates _Public v1.0	<i>Version:</i> 1.0	<i>Date:</i> 5/6/2011	<i>Page:</i> 2 of 7

## Table of Contents

1	Overview .....	3
1.1	Mission .....	3
2	Governing Statutes, Rules and Resources .....	3
2.1	A.R.S. § 15-941 .....	3
2.2	A.R.S. § 15-501 .....	3
2.3	A.R.S. § 15-901 .....	3
2.4	A.R.S. § 15-503 .....	3
3	Business Rules for SDER Updates.....	4
3.1	Non-certified (classified) district superintendent .....	4
3.2	Superintendent’s salary .....	5
3.3	Teacher experience.....	5
3.4	Race/Ethnicity changes .....	5
3.5	SDER Upload File .....	5
3.6	TEI Calculation modifications .....	6
4	Business Rules for SAFR Updates .....	6
4.1	Non-certified (classified) district superintendent data .....	6
5	Known Affected Applications/System Areas .....	7
5.1	Applications/System Areas impacted by SDER changes .....	7
6	Glossary .....	7

Business Rules for: <b>FY 2012 SDER Updates</b>			
<i>File Name:</i> SDER Updates _Public v1.0	<i>Version:</i> 1.0	<i>Date:</i> 5/6/2011	<i>Page:</i> 3 of 7

## **1 Overview**

### **1.1 Mission**

- 1.1.1 Update School District Employee Report (SDER) to include a new position and modify existing fields.
- 1.1.2 Modify the SDER Teacher Experience Index (TEI) calculation.

## **2 Governing Statutes, Rules and Resources**

### **2.1 A.R.S. § 15-941**

- 2.1.1 This statute requires school districts to submit teacher experience data to ADE and defines how the TEI is calculated.

### **2.2 A.R.S. § 15-501**

- 2.2.1 This statute contains definitions applicable to SDER, e.g., Administrator, Superintendent, Certificated Teacher.

### **2.3 A.R.S. § 15-901**

- 2.3.1 This statute contains definitions of Certified Teacher and Full-Time Equivalent (FTE) Certified Teacher.

### **2.4 A.R.S. § 15-503**

- 2.4.1 This statute allows a District governing board to employ a superintendent.

Business Rules for: <b>FY 2012 SDER Updates</b>			
<i>File Name:</i> SDER Updates _Public v1.0	<i>Version:</i> 1.0	<i>Date:</i> 5/6/2011	<i>Page:</i> 4 of 7

### 3 Business Rules for SDER Updates

#### 3.1 Non-certified (classified) district superintendent

- 3.1.1 On the Add New Employee screen, create a new classified position for Superintendent.
- 3.1.2 Modify the Salary page to allow the salary to be displayed for the classified superintendent.
  - 3.1.2.1 SDER currently displays salaries for certified staff only
  - 3.1.2.2 On the Display Options page, modify the note that reads “Note: The Salary page ALWAYS shows only the Certified positions.”
    - 3.1.2.2.1 The note should read: “Note: The Salary page shows all certified positions and, if applicable, the classified superintendent position.”
  - 3.1.2.3 On the Edit Salaries page, modify the note that reads “Only certified employees are shown.”
    - 3.1.2.3.1 The note should read: “Only salaries for certified employees and, if applicable, the classified superintendent, are shown.”
- 3.1.3 Modify the Employee List report at the District level to allow the salary to be displayed for the classified superintendent.
  - 3.1.3.1 The report currently displays salaries for only a certified superintendent and other certified staff employed at the District level.
- 3.1.4 Modify the FTE Statistics (SDER30) report at the District level to show the classified superintendent position in the “Administrative” section.
- 3.1.5 Modify the Positions by Ethnicity and Gender (SDER31) report at the District level to shows the classified superintendent position in the “Administrative” section.

Business Rules for: <b>FY 2012 SDER Updates</b>			
<i>File Name:</i> SDER Updates _Public v1.0	<i>Version:</i> 1.0	<i>Date:</i> 5/6/2011	<i>Page:</i> 5 of 7

### **3.2 Superintendent's salary**

3.2.1 On the Add New Employee screen and the Edit Salaries screen, allow the District to enter any amount for the superintendent's salary

3.2.1.1 This applies to both the certified superintendent and the non-certified (classified) superintendent positions.

### **3.3 Teacher experience**

3.3.1 When a District changes the Experience field for a teacher or adds a new teacher, do not allow the District to enter a value of "0" for years of experience.

3.3.2 If a value of "0" is entered, display a popup that states"

"You must enter 1 or more for years of experience. If this is a new teacher with no previous teaching experience, please enter 1 in this field."

### **3.4 Race/Ethnicity changes**

3.4.1 Update Ethnicity field to reflect the FY11 federal changes of ethnicity and race. This is similar to the changes made to SAIS Transaction 001 – Student Enrollment and SAIS Transaction 005 – Student Personal Information.

3.4.1.1 Change field name to Ethnicity/Race.

3.4.1.2 Allow Ethnicity designation of Hispanic/Latino.

3.4.1.3 Allow Race designation of American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, and White.

3.4.2 Update "Positions by Ethnicity and Gender" report (SDER31) to reflect the FY11 federal changes of ethnicity and race.

3.4.3 Retroactively update the FY 2010 SDER data to populate the new Race/Ethnicity fields.

### **3.5 SDER Upload File**

3.5.1 Apply all the changes identified in sections 3.1 through 3.4 to the SDER upload file specifications and error messages.

Business Rules for: <b>FY 2012 SDER Updates</b>			
<i>File Name:</i> SDER Updates _Public v1.0	<i>Version:</i> 1.0	<i>Date:</i> 5/6/2011	<i>Page:</i> 6 of 7

### **3.6 TEI Calculation modifications**

- 3.6.1 Exclude any teacher employed at the District level.
- 3.6.2 Exclude any teacher at a district-sponsored charter school from the TEI calculation.
  - 3.6.2.1 This applies to positions at both the school level and the charter holder level.
- 3.6.3 If a District's SDER reports a teacher's FTE as greater than 1.0, the TEI calculation should reduce the FTE value to 1.0.
  - 3.6.3.1 A teacher who splits time between two schools in the district could have an FTE of greater than 1.0 depending on the teacher's course load at each school.
    - 3.6.3.1.1 Example: District determines that a full class load is 5 classes. A teacher who teaches 3 classes at School A and 3 classes at School B would have an FTE of 1.2. For purposes of the TEI calculation, this must be reduced to 1.0.

## **4 Business Rules for SAFR Updates**

### **4.1 Non-certified (classified) district superintendent data**

- 4.1.1 Modify Volume 2, Statistical Information Section VII in the Definitions section to read:
 

"VII. Superintendent's Salary:  
Total salary paid to the superintendent, whether certified or classified, as reported by the district on the School District Employee Report."
- 4.1.2 Modify each district's Summary of Financial Data page in Volume 2 to include the classified superintendent, if applicable, in the Managers count in the Classified Staff column.
- 4.1.3 Modify each district's Summary of Financial Data page in Volume 2 to report the classified superintendent's salary, if applicable, on the Superintendent's Salary line.
- 4.1.4 Modify each County Totals page in Volume 2 to include classified superintendents, if applicable, in the Managers total in the Classified Staff column.
- 4.1.5 Modify each County Totals page in Volume 2 to include any classified superintendents' salaries, if applicable, in the total on the Superintendent's Salary line.

Business Rules for: <b>FY 2012 SDER Updates</b>			
<i>File Name:</i> SDER Updates _Public v1.0	<i>Version:</i> 1.0	<i>Date:</i> 5/6/2011	<i>Page:</i> 7 of 7

4.1.6 Modify the State Totals page in Volume 2 to include classified superintendents, if applicable, in the Managers total in the Classified Staff column.

4.1.7 Modify the State Totals page in Volume 2 to include any classified superintendents' salaries, if applicable, in the total on the Superintendent's Salary line.

## 5 Known Affected Applications/System Areas

### 5.1 Applications/System Areas impacted by SDER changes

5.1.1 SDER

5.1.2 SAFR

## 6 Glossary

### Term

### Is Defined As:

SDER

School District Employee Report. The primary purpose of SDER data is to calculate the district's Teacher Experience Index (TEI) pursuant to A.R.S. § 15-941. The SDER lists data for all full-time and all part-time employees who function within the district and are paid from the district budget.

TEI

Teacher Experience Index as defined in A.R.S. §15-941.

SAFR

Superintendent's Annual Financial Report as required by A.R.S. §15-255.

Teacher Compensation  
Survey

An annual report submitted to the National Center for Education Statistics.